

**TOWNE MEADOW ELEMENTARY
PTO EXECUTIVE BOARD MEETING
April 18th, 2019**

Members Present:

Tishia Smith –President
Shaune Shelby – Vice President
Kim Berebitsky – Treasurer
Cybil Cottrell – Assistant Treasurer
Lauren Edmundson - Corresponding Secretary
Sharon Menachemi – Recording Secretary
Nikki Raasch – Principal (via speaker phone)
Teresa Estrada

Call to Order

Motion to approve minutes from prior meeting

March 21st, 2019 Meeting Minutes Approved

Special Report on My School Anywhere– Teresa Estrada- Parent Volunteer for Technology

- A decision needs to be made regarding whether to renew the online directory “My School Anywhere”.
- The directory includes email addresses, which the CCS website PowerSchool does not provide
- The directory is very popular with parents. The pros are the ability to access emails for birthday parties and for room parents to email the class about things such as teacher appreciation. It also has a lot of potential we aren’t using, and could be used to facilitate things such as spirit wear sales.
- The drawbacks are there are two websites to maintain, the time commitment to set it up and the cost to maintain.
- The board determined we should continue using My School Anywhere. The access to email is important to the parents and is also used as an incentive to join PTO.

Treasurer’s Report – Kim Berebitsky

- Kim is still getting reimbursement requests for carnival. We made about \$24K this year but we usually make around \$26K.
- The raffle lost money this year so we need to think about making changes. We should consider doing 2-3 prizes instead of 5. It may have been confusing because we had different types of raffles this year. Tishia believes whenever we make a change, it takes people a while to get used to it and we changed the raffle process this year.
- Grade level raffles didn’t go over well this year. Maybe we need earlier communication to the students about what the teachers are offering. We can also simplify things by moving the teacher prizes into the silent auction.
- We spent a lot more on prizes this year so we need to go back to less expensive prizes
- Cybil asks if we can talk to Mr. Lamie about offering more art projects in the auction
- Kim asks about the grill – Mrs. Raasch and Mrs. Leckrone don’t grill but we use one at the fall tailgate. Shaune thinks we need a grill and we can get the dads to man it. We also need a space to house it indoors. David Fingerhut volunteered to research good deals on grills. If we can get it soon, we can use it during teacher appreciation week.
- Fall fundraiser expenses increased to \$6K this year since t-shirts are \$5700 and go up every year. Shaune says we can use a cheaper vendor and can drop it back down to \$5500.
- Back to School social budget went down since we’ve been using CCS catering

- Kindergarten asked for more field trip money because Dull's Tree Farm fees are going up. Budget was increased to \$800 to cover those costs. Mrs. Raasch already approved it.
- 3rd grade asked for a \$100 increase for the Benjamin Harrison House trip. It was already approved.
- 4th grade asked for more trip money because they have multiple costly trips. They asked for \$2215. Kim proposed we go to \$2000 and they get the rest from the enrichment budget. Mrs. Raasch agreed.
- Principal discretionary budget was increased from \$1000 to \$2000
- PTO Discretionary was proposed to move down to \$500 but Shaune and Tishia said we need the \$1000 for basic supplies and technology upgrades, such as a new ipad and a printer. It was kept at \$1000.
- We end up at \$2150 in the red
- At the May general board meeting we will talk about all the things PTO does with our money.

TME PTO Treasurer's Notes

April 16, 2019

Bank Accounts Summary:

Numbers and activities as of 4/16/19 (Bank Statement #s as of 3/31/19)

- Total PTO Funds: **\$ 103,733.25**
Breakdown:
 - Money Market: **\$85,512.15** (\$69,221.35)
 - Checking: **\$17,214.10** (\$13,531.19)
 - Gaming: **\$1007.43** (\$1007.43)
- Total Funds less passthrough: **\$79,524.14 (PTO money)**
- Pass through Fund totals:
 - Picture: **\$3,592.22**
 - Book /Media: **\$17,601.58**
 - Math Club: **\$650.59**
 - Friends of Coyote **\$-417.04**
 - Chess Club: **\$2781.76**
 - TOTAL: **\$24,209.11**

%YTD Income 101.76%

%YTD Expense 72.56%

Treasurer Notes / Income Highlights:

- Spirit wear: Net **\$1,747.00** (-349.50% of -\$500 budget)
 - Income: **\$3,710.00** (185.53% of \$2,000 budget)
 - Expense: **\$1,963.00** (78.52% of \$2,500 budget)
- Business Incentive Income: Total **\$1,836.51** (91.83% of \$2,000 budget)
 - Amazon smile: **\$190.98**
 - Box Tops: **\$417.40**
 - Coke Rewards: **\$84.98**
 - Kroger: **\$358.27**

- Dine to Donate: **\$715.82**
- Misc.: **\$45.00**
- Carnival: Net **\$23,968.32**
- Income: **\$38,249.05**
- Expense: **\$14,280.73**

Treasurer Notes / Expense Highlights:

- Teacher Allocations, Enrichment & Extracurricular
 - Teachers have spent **\$6,190.90** (60.99%) of their classroom allocation money
 - Total Enrichment **\$10,065.56** (62.71% of 16,050.00)
 - Total Extracurricular **\$1,209.52** (48.38% of 2,500.00)
- Hospitality spent **\$1288.79** (71.60% of \$1,800)
- Family Fun Night Net: **\$215.30** (26.81% of 800.00)

Treasurer Notes / Activities:

- Budget
- Directory (My School Anywhere)
- Grill

Corresponding Secretary Report – Lauren Edmundson

- Teacher Appreciation Week
 - We will be doing \$25 gift cards to Target for teacher appreciation week
 - Lauren asks what we do when a teacher is on maternity leave. Tishia says we give a gift card to the teacher and not to the sub. Subs are included in everything except the monetary gift.
 - Melissa Okeley and Nikki Broccolo are putting together a sign up genius for parents to volunteer during recess for teacher appreciation week.
 - Lauren asked what time we should have Chuey's bring in the chips, salsa and guacamole. It was decided they should come at 10:00 am before all the class lunches start. Chuey's is coming on Tuesday and the candy bar is moving to Thursday.
 - The take and bake pizza that was planned is not going to work out because it's too expensive. Mrs. Raasch suggests looking into Grater's ice cream on Rangeline because they've donated in the past. Kim suggests car wash gift certificates. Cybil said Olive Garden might donate a salad and breadstick lunch.
- We had one student with a hospital stay and we sent a gift
- Our March Madness partnership with HotBox has not been making any money. The middle school did an event at Which Wich where they put teachers and principals behind the counter making sandwiches and it raised a lot of money. We can consider doing it but we'd have to check with the teachers.

President's Report – Tishia Smith

- School calendar
 - The next general board meeting is May 16th
 - Kindergarten assessment is May 16th & 17th
 - PTO Appreciation for board members and committee chairs is May 13th. It will be a mid-morning brunch with location TBD.

- All board positions are filled except for VP. Mrs. Raasch says a parent raised the question about commitment to board positions and that the two-year commitment might be discouraging some volunteers. The by-laws were reviewed and only the VP and Assistant Treasurer are two-year positions. It is expected the VP will stay on as President and Assistant Treasurer will become Treasurer. The corresponding and recording secretary roles are one-year commitments, but those individuals can stay on a second year if there is nobody else interested.

Vice President's Report – Shaune Shelby

- 4/11/19 PALS Meeting
 - The group discussed fundraiser, carnival and parents night out dates so that there is no conflict with one another
 - Woodbrook Elementary is no longer having a carnival and has a lot of items to hand off
 - Carmel Elementary asked the other schools how they recruit PTO board members. The group as a whole discussed the struggle to get more volunteers to sign up and parents more engaged. Schools are using sign up genius, Facebook and Google docs; some have been using QR codes
 - Smoky Row asked the other schools how they do their PTO budgeting
 - West Clay asked how much others budget for author visits
 - College Wood said spirit wear sales are down. They discussed how to spark and refresh sales
 - Prairie Trace currently has the Heart Obstacle Course and it's been a big success
 - Cherry Tree will only be doing gender-neutral events going forward (i.e. no father/daughter dances or mother/son events etc.)
 - At Cherry Tree, the teachers volunteer to run after school clubs. Would TME teachers be interested in doing this?
 - Some of the schools send info from the PTO to the teachers first, before sending to the broader community. Should TME start doing this?
- Donuts for Dads
 - Donuts for Dads was extremely well received. Mrs. Barrett attended and remarked it was the best one she'd seen
 - The speaker was phenomenal and entertaining for adults and kids
 - 25 dozen donuts were ordered and there was almost nothing left over. What was left was shared with staff and ESE. Square Donuts sponsored and they offered B1G1 free for every dozen. They also provided decorations and coupons.
- Kickin' It with Dads
 - Everything has been approved and there are no order minimums for t-shirts
 - The dads have been working to get items donated
 - The Carmel Dads Club will provide concessions
 - Lauren asks what happens if it rains and will parents get a refund? Shaune says there's currently no contingency plan. A decision has to be made regarding refunds if it rains.
- After School Clubs
 - The husband of the owner of Square Donuts teaches Brazilian Martial Arts and he offered to come to the school and teach an after school class
 - The question of a foreign language club was raised. Parents have wanted foreign language but Mrs. Raasch says it's been very difficult to get CCS to run any clubs.
- District Accreditation Meeting
 - Shaune attended the meeting and said those present had trouble articulating the CCS motto
 - The overall consensus is that the district moves too slowly to get things done and communication is poor
 - No foreign language and lack of recess were the major complaints
 - Shaune suggested Mrs. Raasch should share news from the district at the Principal Coffee. It may increase the attendance.

Principal's Report – Nikki Raasch

- We have an opportunity to bring trained counselors in Conscious Discipline to do a two-day training over the summer for our teachers. The district will pay for the training, but we need to pay for lunch and snacks and a stipend for teacher materials so they can implement what they learn in the classroom. Mrs. Raasch estimates we will need \$4-5K. We plan to partner with another school because the district is willing to pay for the trainers if we partner. We will bring this to a vote at the next General Board meeting.
- Shaune is working on samples for t-shirt designs with basic generic sayings and they will be ready to be shown at the general meeting.
- Cybil asks if we can budget a stipend to pay teachers to run after school clubs, like foreign language. Mrs. Raasch says she will look into it. Cybil also asks if parents can come in to help out during recess year round and not just during teacher appreciation week. Mrs. Raasch will put some thought into that too.

Next Executive & General Board Meeting: May 16th, 2019

Meeting adjourned.